

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Early Project Completion Notification

I am pleased to inform you that we have successfully completed the [Project Name] ahead of schedule. Initially set to conclude on [Original Completion Date], the project was completed on [Actual Completion Date]. Our team has worked diligently to ensure that all objectives were met while maintaining quality standards. We believe that delivering the project early will provide [mention any benefits, e.g., cost savings, increased efficiency] for your organization.

Enclosed, please find the project deliverables along with a summary report detailing the completed tasks and outcomes.

We appreciate your support throughout this project and look forward to any future collaborations. Should you have any questions, feel free to contact me directly.

Thank you for the opportunity to work together.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]